



Frederick County Board of Elections

340A Montevue Lane, Frederick, Maryland 21702
FrederickCountyMD.gov/elections

301-600-VOTE (8683)
ElectionBoard@FrederickCountyMD.gov



MINUTES of the September 11, 2019 Meeting of the Frederick County Board of Elections

PRESENT

Mary Lou Green, President

Shirley McDonald, Vice President

Lawrence C. Hill, Secretary

Mary Costello, Board Member

William L. Woodcock, Board Member

Daniel B. Loftus, Board Attorney

Stuart Harvey, Election Director

Noreen L. Schultz, Election Deputy Director

Christine Winer, Election Supervisor

Marc R. Welch, Election Administrative Assistant

MC Keegan-Ayer, County Council President

Mrs. Green called the meeting to order at 11:32 AM.

GUESTS

Deborah Carter, Democratic Central Committee Chair.

ADDITIONS/CHANGES:

Mr. Harvey added a discussion of an impending change at the Frederick Community Action Agency. This address issue impacts homeless who use the agency as their mailing address.

COUNCIL:

Mrs. Keegan-Ayer reports passing the Livable Frederick plan. The Board and Council Liaison discussed the process.

MINUTES:

Minutes for the July 3, 2019 meeting will be amended to include Christine Winer as an attendee. Mr. Woodcock made a motion to approve the July 3 minutes with the proposed amendment. Mrs. Costello seconded the motion, and it passed unanimously.

Mrs. McDonald made a motion to approve the minutes of the July 26, 2019 meeting as presented. Mr. Hill seconded, and the motion passed unanimously.

Mrs. McDonald made a motion to approve the minutes of the August 5, 2019 meeting as presented. Mrs. Costello seconded the motion, and it passed unanimously.

OLD BUSINESS:

A) FY20 BUDGET

Mr. Harvey provided an update on the current status of the FY20 budget. He expects expenditures

will increase as staff begins to prepare for the 2020 Election.

B) OFFICE SPACE UPDATE

Mr. Harvey provided an update on the Office Space issue. The County Executive has agreed to delay moving the liquor board to the election board office pending the outcome of the county-wide space study and the 2020 elections.

C) COUNTY SPACE STUDY

Mr. Harvey provided an update on the long-term space study. He and Mrs. Schultz met with the space planners to discuss the project. The planners said it was clear the Board would require 12,000-15,000 sq. ft. over the next 10 years. The Board and staff discussed the meeting.

D) PROPOSED SALARY INCREASE / RECLASSIFICATION

Mr. Harvey provided an update. The state reclassification of staff will wait until July 2020 (FY21). The delay is due to staff process at SBE. The law requires a reclassification to include at minimum a 6% increase. The State Board only approved a 2% increase. When the reclassification occurs, most staff will receive at 6-12% increase depending on grade and step changes involved. SBE is scheduled to act on the proposal no later than the December 2019 meeting of the State Board.

E) APPROVAL OF BOARD BYLAWS

The Board discussed the revised draft bylaws. Mr. Harvey outlined the changes made following the Board's prior review of the draft document. The Board reviewed the changes.

Mr. Woodcock made a motion to adopt the bylaws as revised. Mrs. McDonald seconded, and the motion passed unanimously.

F) 2020 ELECTION CALENDAR

Mr. Harvey distributed the draft in-office calendar for the 2020 Election. The election judge training schedule is being developed, with classes tentatively scheduled to begin on January 7, 2020. He provided an overview of the key dates on the calendar. Mrs. Green provided the Board with mandatory attendance dates.

G) BIENNIAL MEETING – OCTOBER 17

Mr. Harvey and the Board discussed the upcoming SBE Biennial Meeting, scheduled for October 17, 2019. Mr. Harvey, Mr. Welch, and Mr. Howe will attend the meeting, as well as the Table-top Exercise scheduled on October 18, 2019 at the Anne Arundel County office. As soon as the agenda is published, Mr. Harvey will forward it to the Board.

H) ELECTION CENTER CONFERENCE

Mr. Welch, and Mrs. Winer discussed the conference and the trade show.

NEW BUSINESS:

A) ELECTION SECURITY

The Board discussed media reports and coverage regarding election security efforts. Mr. Harvey

provided an overview of the efforts within the State and Local levels. Mr. Harvey and Mr. Welch will be attending a Metropolitan Washington Council of Governments Election Technology Committee meeting with DHS on election security on September 12, 2019. The Board discussed how to better educate the public on this topic.

B) MACO MEETING

Mr. Harvey attended the MACo summer conference in August. He provided an overview of the meeting.

C) LOSS OF MAILING ADDRESS – FREDERICK COMMUNITY ACTION AGENCY

Mr. Harvey discussed the impending loss of mailing services provided by FCAA to homeless citizens, who use the Agency as their mailing address, including for the purpose of voter registration. He has asked SBE to approve a letter to be sent to the approximately 190 individuals impacted by this change. He will follow up with SBE to get approval. Approximately 40 people voted in the last 2 election cycles using this address. The Board discussed the change.

D) OTHER

Mr. Harvey advised the Board that advertising for the two new office positions has happened. The application deadline is at the end of the day today. Mr. Harvey hopes to interview and hire by November.

Mr. Hill shared an ERIC map to show which states are currently members. The Board discussed ERIC and Maryland's membership, as well as the problematic Crosscheck system, which is not used in the state.

NEXT MEETING

The Board scheduled its next meeting for Wednesday, October 2, 2019 at 12:30 PM in Room 119 at the Board offices at 340A Montevue Lane, Frederick, Maryland.

EXECUTIVE SESSION

At 12:55pm, Mr. Harvey requested the Board adjourn the public meeting and proceed to Executive Session. This action is in accordance with the authority granted under the Annotated Code of Maryland, General Provisions Article, Section 3-305 (b)(1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals, Section 3-305 (b)(7) to consult with counsel to obtain legal advice, and Section 3-305 (b)(15) to discuss cybersecurity, *if* the public body determines that public discussion would constitute a risk to (i) security assessments or deployments relating to information resources technology; (ii) network security information, such as information that is related to passwords, personal ID numbers, access codes, encryption, security devices, or vulnerability assessments or that a governmental entity collects or maintains to prevent, detect, or investigate criminal

activity; or (iii) deployments or implementation of security personnel, critical infrastructure, or security devices.

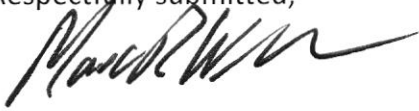
Mrs. McDonald moved to adjourn the meeting and proceed to Executive Session. Mr. Woodcock seconded the motion, and it passed unanimously.

ADJOURNMENT:

Mr. Woodcock made a motion to adjourn the meeting. Mrs. McDonald seconded the motion, and it passed unanimously.

The meeting adjourned at 1:03 PM.

Respectfully submitted,



Marc R. Welch
Election Administrative Assistant

Approved by:



Mary Lou Green, Board President

10-9-19

Date